Viewing Transactions by Member

Introduction

This guide provides the procedures for viewing all transactions by member that require approval, whether they are pending, approved or denied. The CGHRS user role is required for this action. This does NOT display PCS, Reserve or Separation Orders.

This is a useful tool for locating transactions sent to an erroneous emplid or to see specific details for a transaction including when it was approved/denied and by whom.

Procedures

See below.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>From the Requests tab, click the View My Requests (all types) link in the Self Service Requests pagelet.

</td></tr>
</table>

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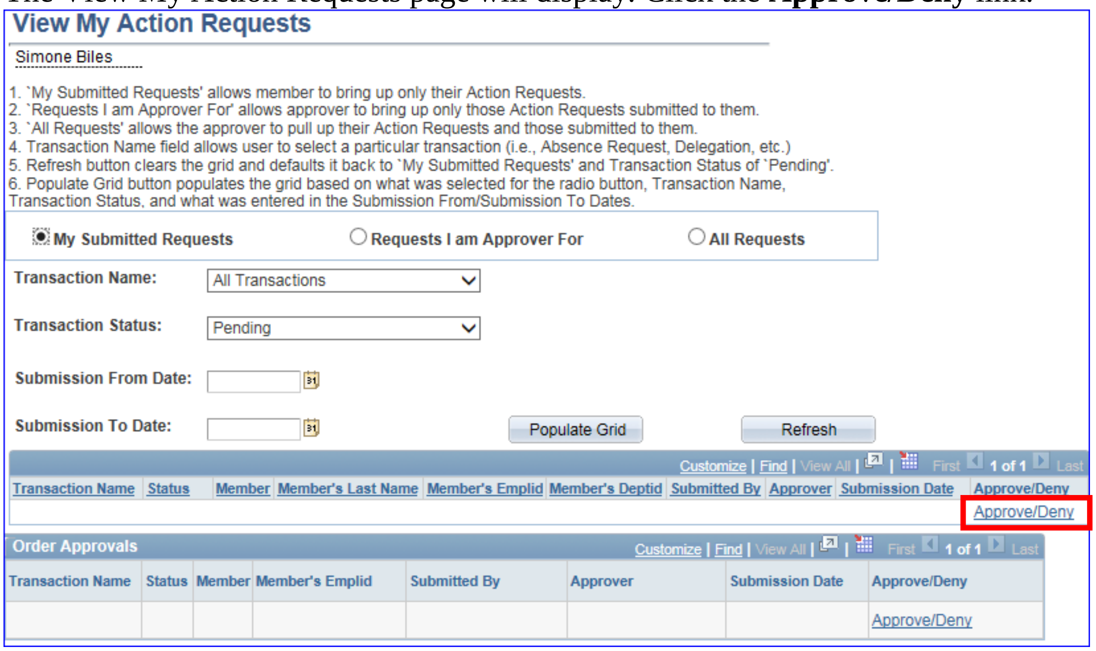
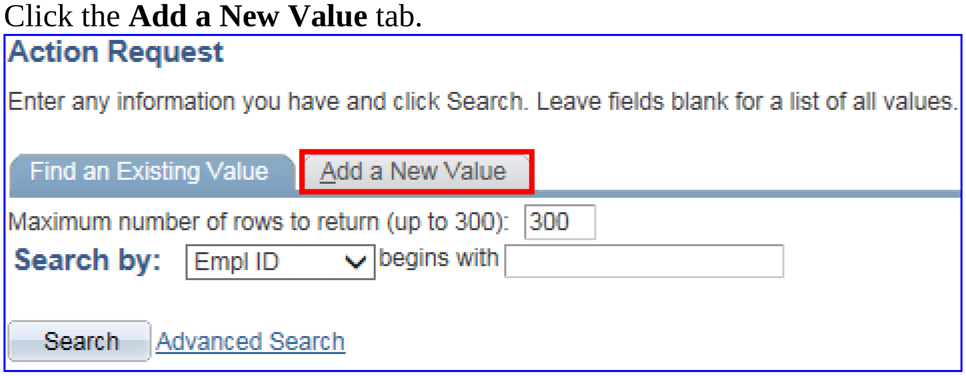
Viewing Transactions by Member, Continued

Procedures, continued

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>2</td><td>The View My Action Requests page will display. Click the Approve/Deny link.



</td></tr>
<tr><td>3</td><td>Click the Add a New Value tab.



</td></tr>
</table>

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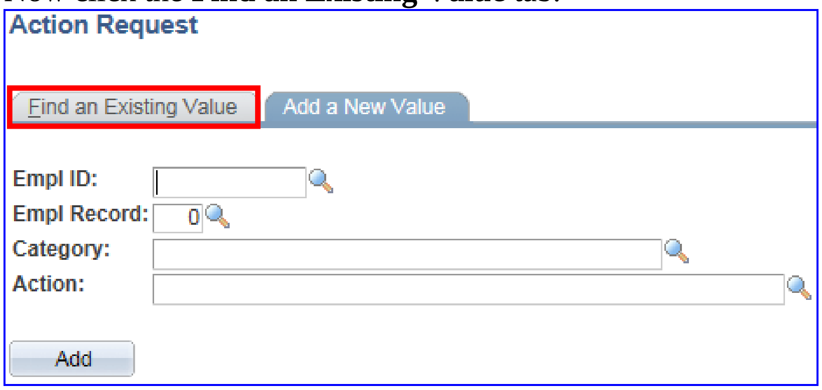
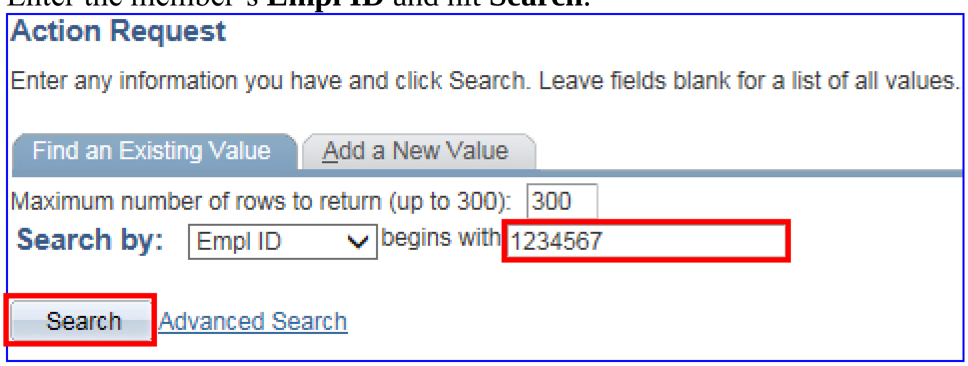
Procedures,
continued

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>4</td><td>Now click the Find an Existing Value tab.

</td></tr>
<tr><td>5</td><td>Enter the member's Empl ID and hit Search.

</td></tr>
</table>

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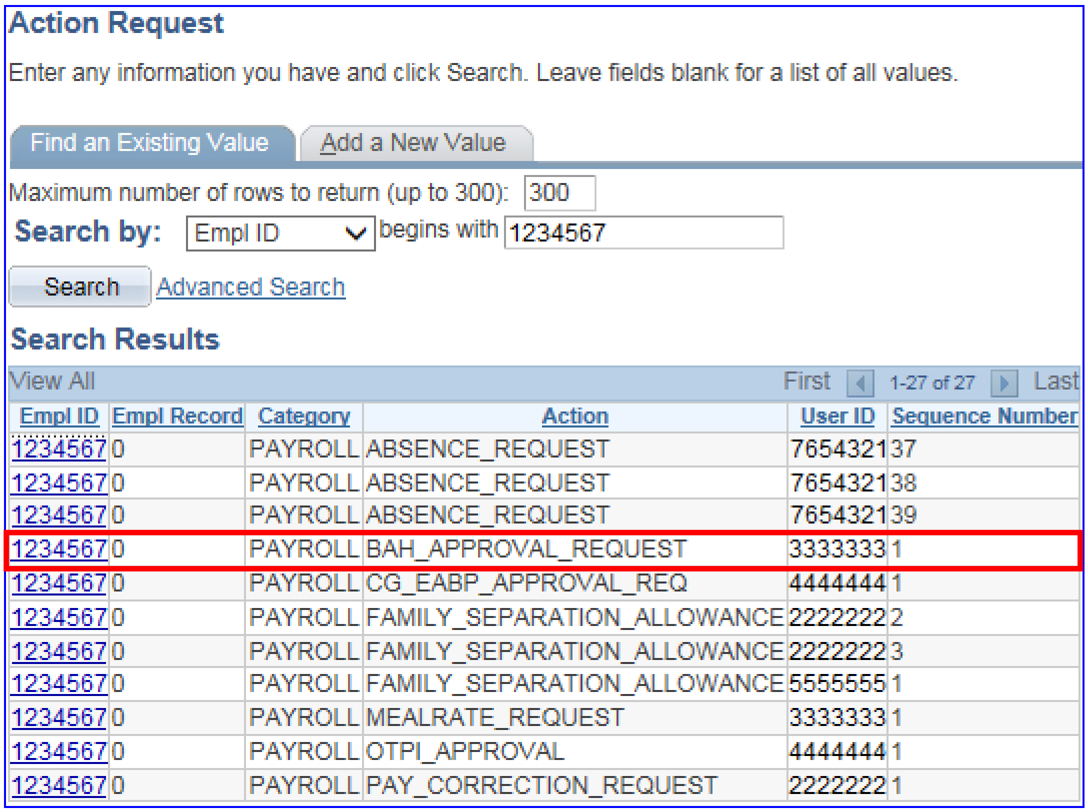
Procedures,
continued

Step	Action
6	The list of transactions for that member will display. Select a transaction to see additional information.



Action Request

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Maximum number of rows to return (up to 300): 300

Search by: Empl ID begins with 1234567

Search | Advanced Search

Search Results

View All | First | 1-27 of 27 | Last

Empl ID	Empl Record	Category	Action	User ID	Sequence Number
1234567	0	PAYROLL	ABSENCE_REQUEST	7654321	37
1234567	0	PAYROLL	ABSENCE_REQUEST	7654321	38
1234567	0	PAYROLL	ABSENCE_REQUEST	7654321	39
1234567	0	PAYROLL	BAH_APPROVAL_REQUEST	3333333	1
1234567	0	PAYROLL	CG_EABP_APPROVAL_REQ	4444444	1
1234567	0	PAYROLL	FAMILY_SEPARATION_ALLOWANCE	2222222	2
1234567	0	PAYROLL	FAMILY_SEPARATION_ALLOWANCE	2222222	3
1234567	0	PAYROLL	FAMILY_SEPARATION_ALLOWANCE	5555555	1
1234567	0	PAYROLL	MEALRATE_REQUEST	3333333	1
1234567	0	PAYROLL	OTPI_APPROVAL	4444444	1
1234567	0	PAYROLL	PAY_CORRECTION_REQUEST	2222222	1

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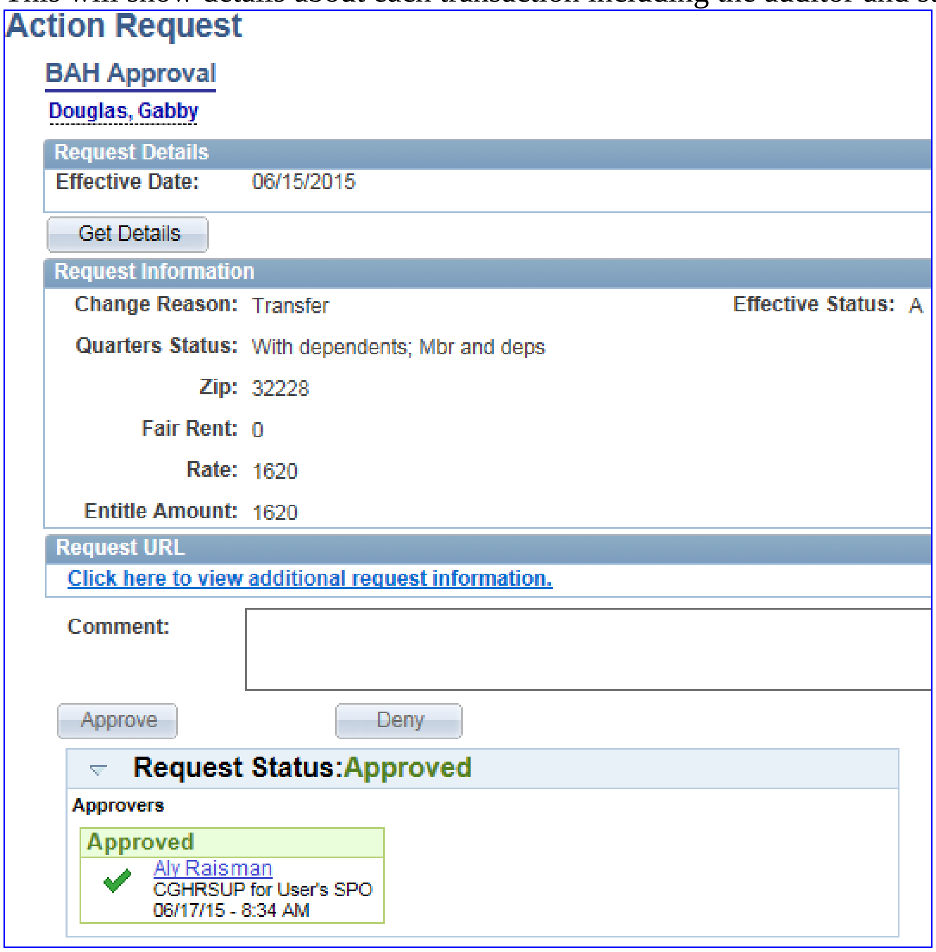
Viewing Transactions by Member, Continued

Procedures,
continued

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>7</td><td>This will show details about each transaction including the auditor and status.


</td></tr>
<tr><td>8</td><td>Hit the back button on your browser to return to the page.</td></tr>
</table>